

**Town of Abingdon, VA**  
Town Hall  
133 W. Main Street  
Abingdon, VA 24210

Invitation to Bid  
ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM  
**NO. 2013-March**

**Section I**

**INVITATION:** The Town of Abingdon invites qualified vendors to submit a response to this Invitation to Bid No. 2013-March. The requirements of this Bid are:

1. **To supply a comprehensive public sector Enterprise Resource Planning (ERP) system** which, at a minimum, includes Financial, Electronic Requisitions, Payroll, Human Resources, Utility Billing, Real Property Tax, Personal Property Tax, Business Licensing, and On-Line Payments.

2. **Provide a list of references** where the qualified company has done business, both in and out of the Commonwealth of Virginia.

**3. PROPOSED SOFTWARE, TRAINING, CONVERSION, AND IMPLEMENTATION:**

Cost proposals submitted must be all inclusive, with license fees, first year's support, training, conversion, implementation, and travel costs included. There will be no exceptions; the submitted proposal is your best and final offer. All required items to be fully and completely functional must be included.

Proposal should also detail in the following format:

- A) Implementation process
- B) Training for the staff of the Town of Abingdon (up to 12 from Finance and 120 total for personnel human resource component).
- C) Conversion of FIVE (5) years of DATA from the existing database format (Costs for this item can be estimated but must be specified as to how the cost will be derived.)
- D) Support and Warrantees.
- E) Cost of ongoing annual maintenance fees.

**\*\*Omission of a cost item will be grounds for disqualification.**

**4. Technical Requirements**

Proposed solution must be a true MS-Windows application, with complete integration among all modules. Solution will be self-hosted at Abingdon Town Hall on a MS-Windows 2008 file server. Proposed solution must be compatible with current version of MS-SQL or Pervasive SQL.

5. **BID's** must be submitted in sealed packages with the following information clearly marked on the outside of each package:

- Name of responder
- Invitation to Bid No. **2013-March**
- Due March 28, 2013; 1:00 PM

6. Failure to comply with the requirements of this Invitation to Bid may result in disqualification. E-mail and facsimile responses will not be considered. Vendors shall have sole responsibility for delivery of responses on time and to the proper location. Bids received subsequent to the time and dates specified above will not be considered. Vendors are required to submit five ( 5) bound copies and one (1) electronic copy (CD) or (thumb drive).

## **Section II**

Sealed Qualification Packages should be sent to: (USPS should go to Post Office Box other shipping methods to street address.)

Director of Information Technology  
Town Hall  
133 W. Main Street  
PO Box 789  
Abingdon, Virginia 24212

The deadline for delivery to Town Hall is Thursday, March 28, 2013 at 1:00 PM at which time they will be publicly opened and submitted to the Town's Review Committee for evaluation and recommendation. Any forms received after the above time and date specified will not be considered.

## **Section III**

All questions pertaining to this Invitation must be submitted via email at: [bid@abingdon-va.gov](mailto:bid@abingdon-va.gov) no later than Friday, March 22, 2013 by 3:00 PM and will be answered in the form of an addendum which will be posted on the bid web site; [www.abingdon-va.gov/bids.htm](http://www.abingdon-va.gov/bids.htm) and emailed to all respondents. Unauthorized contact of any personnel may be cause for rejection of the vendor's BID response.

## **Section IV**

Those submitting Bids do so entirely at their expense. There is no expressed or implied obligation by the Town of Abingdon to reimburse any individual or firm for any costs incurred in preparing or submitting the BID, providing additional information when requested by the Town or for participating in any selection interviews.

**Section V**

The Town reserves the right to waive minor variations to specifications, informalities, irregularities and technicalities in any proposals, to reject any and all proposals in whole or in part, with or without cause, and/or to accept proposals that in its judgment will be for the best interest of the Town.